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DEPUTY RETURNING OFFICER'S
HANDBOOK

(at an Ordinary Poll)

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of Canada

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1. WHY READ THIS HANDBOOK?

Because: In this handbook, you will find the instructions on how to do your job. The rules for conducting territorial elections are set out in the law - the *Elections Ordinance*. This handbook explains the parts of the Ordinance which deal with the work of the deputy returning officer. This is an important job to which you have been appointed and anyone who does not carry out the duties in a lawful way takes the risk of losing his pay and being prosecuted.

ON POLLING DAY, YOU WILL BE TOO BUSY TO READ THIS HANDBOOK. READ IT NOW. As you read it, look carefully at each form directed to your attention, and make sure that you understand its use.

This handbook explains your duties in the order that they should be done. As each job is finished, check it off in the space provided.

2. YOUR RESPONSIBILITY

As a deputy returning officer, you are in charge of a polling station. You must make sure that, at your polling station, all the instructions in this handbook are followed.

YOU ARE RESPONSIBLE TO THE RETURNING OFFICER. He has appointed you and will teach you how to do your work. LEARN THE RULES WELL and you will not let yourself be pushed into making wrong decisions by persons who may want things done their way. REMEMBER, YOU ARE IN CHARGE OF THE POLLING STATION. If, after reading this handbook, you have any questions, phone the returning officer, collect if necessary.

3. GETTING READY

- BEFORE POLLING DAY, the returning officer will send you the following:

Check when
done or
received

- Your appointment and oath of office (F.103). Keep the first part as proof of your appointment.
- The oath on the bottom of this form must be sworn before the returning officer or the election clerk, or a judge, postmaster, notary public, justice of the peace or a commissioner for taking oaths. As soon as you have completed this form, return it at once to the returning officer.
- A sealed ballot box. As soon as you receive it, open it (use scissors to break the seal) and make sure that everything listed below is inside:

IN THE LARGE PLASTIC ENVELOPE (E.17)

- 1 poll book (F.501)
- 7 tally sheets
- 1 official statement of the poll
- 3 copies of statement of the poll for candidates or their agents (F.506)
- 5 copies of directions to electors (F.507)
- 5 copies of information and warrant for arrest for personation and voting with knowledge of non-qualification (F.508)
- 1 specimen sheet of samples of marked ballot papers
- 1 envelope to be addressed to the returning officer
- 1 envelope for the official statement of the poll (E.9)
- 1 envelope for unused ballot papers and stubs for used ballot papers (E.11)
- 1 envelope for spoiled ballot papers (E.12)
- 1 envelope for rejected ballot papers (E.13)
- 6 envelopes for the ballot papers cast for each candidate (E.14)

- 1 document envelope for the official list of electors, etc. (E.15)
- 1 envelope (E.16) containing pens, pencils, 1 roll of masking tape, 10 paper seals (F.511) and a ruler.
- 1 envelope (E.19) containing 5 special seals with instructions on how to use these seals.

ALSO IN THE BALLOT BOX YOU SHOULD FIND:

- arrow indicators to show location of polling place.
- 1 copy of appointment and oath (F.502) (for remote polling stations only)
- a statement of the number of ballot papers supplied
- 1 copy of the Notice of Grant of a Poll
- several books of ballot papers
- 1 copy of the official list of electors for the polling station for which you have been appointed (in some remote polling stations, you may receive the list direct from the enumerator)
- 2 photographic placards containing information about the candidates

IF ANYTHING IS MISSING, TELL THE RETURNING OFFICER

Now that you have everything, you will:

- Fill the blank spaces on the front cover of the poll book (F.501)
- Appoint a poll clerk. This must be a person who is a qualified elector in your electoral district.

If you do not speak the language of the majority of electors in the polling division, try to appoint a poll clerk who does.

With the poll clerk, complete the appointment and oath of office of the poll clerk on page 3 of the poll book. The proper way to present the oath (or any other *written* oath) is as follows:

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HOW TO PRESENT A WRITTEN OATH

- Ask the person taking the oath to sign it or if he has already signed it to declare that the signature is his own.
- Have the person put his right hand on a Bible or New Testament, then say to him "You swear that this oath signed by you is true to the best of your knowledge and belief. So help you God." He should answer "Yes".

OR

If the person does not wish to take this form of oath, he may make a "solemn affirmation". Without the Bible or New Testament, say to him "You solemnly affirm that this affirmation signed by you is true to the best of your knowledge and belief." He should answer "Yes".

TELL THE POLL CLERK WHAT HIS DUTIES ARE (See page 11)

- REPLACEMENT OF DEPUTY RETURNING OFFICER AND POLL CLERK

If you become unable to do the duties of a deputy returning officer, the poll clerk must (unless the returning officer makes a new appointment) take your place without having to swear another oath. He must then appoint another poll clerk, using the "REPLACEMENT APPOINTMENT" in the centre of page 3 of the poll book.



Look at the official list of electors. It is in two parts: the preliminary list and the statement of changes and additions. Check to see if some names have been struck out by the returning officer - a line drawn through each name. These people have already voted at the advance poll - DO NOT LET THEM VOTE AGAIN!

- If there have been any corrections made to the name and address of an elector, they will be in the SECOND section of the statement of changes and additions. Using a pencil, make the same corrections on the preliminary list.
- If there are names that should not be on the list, they will be on the third part of the statement of changes and additions. Using a pencil, draw a line through each of these names on the preliminary list.
- On polling day, when an elector comes to vote and his name is not on the preliminary list, check the first part of the statement of changes and additions to see if his name was added.
- Put the official list of electors, ballot papers and all other supplies in the ballot box - to be kept safely there until polling day. Seal the box with one of the seals found in the envelope (E.19) BE SURE TO READ THE INSTRUCTIONS FOUND IN THE ENVELOPE BEFORE USING A SEAL.
- Keep in a safe place any copies of TRANSFER CERTIFICATES OR PROXY CERTIFICATES that you may have received from the returning officer.

4. POLLING DAY

The hours of voting are 9:00 a.m. to 8:00 p.m. Voting begins at EXACTLY 9:00 a.m. to 8:00 p.m. and the doors of the polling place close at EXACTLY 8:00 p.m. Both you and your poll clerk MUST remain at work during ALL the hours that the poll is open and while the ballots are being counted. You should bring your meals or have them brought to the polling station.

● BEFORE THE POLL OPENS

- The table will be used by you and the poll clerk only. It should be placed so that it faces the electors as they enter the polling station.

- See that there are chairs for yourself, the poll clerk and two representatives of each candidate. Representatives of candidates must not interfere with your work and must not sit at your table.
- Make sure aht there is HEAT AND LIGHT in the polling station.
- Make sure that the VOTING COMPARTMENT is set up in such a way that no one can see how an elector marks his ballot paper.

Bring to the polling station:

- the ballot box and all supplies
- any copies of transfer certificates (F.106) or proxy certificates that you may have received from the returning officer
- a Bible or New Testament
- POST UP DIRECTIONS TO ELECTORS (F.507)
- 1 near the voting compartment
- the rest near the polling station and at the door
- post up one of the PHOTOGRAPHIC PLACARDS near the voting compartment and one at the door
- Post up the Notice of Grant of a Poll in a place in the polling station where it can be easily read.
- Put a pencil in the voting compartment; tie it to the desk or table and keep it sharp during polling day.
- Remove from the polling station and especially from the voting compartment any election cards, signs, posters, etc. for any candidate or group.
- Allow the representatives of candidates into the polling station. Each candidate may appoint in writing as many persons as he wishes to represent him at the polling station but only TWO for each candidate may be in the polling station at one time.

(If there are no representatives, any two electors may volunteer to represent a candidate. However, if a person who has been appointed in writing arrives, the volunteer must leave.)

Each representative must give you his written appointment (F.202). If he leaves the polling station and returns, it is not necessary to have a new written appointment in order to enter again.

A representative or elector representing a candidate must swear before you the written oath of secrecy on page 4 of the poll book. You will present this oath in the same way as the poll clerk's oath of office.

DURING THE 15 MINUTES BEFORE THE POLL OPENS, in full view of any representatives of candidates that are present:

Open the ballot box

Count the ballot papers

- If any ballot papers are missing, phone the returning officer AT ONCE or advise the supervisory deputy returning officer.

- If any ballot papers are not printed properly or spoiled in some other way, put them in the envelope for spoiled ballot papers (E.12).

Put your initials in exactly the same way in the space on the back of every ballot paper. You must either initial them all with a pen or initial them all with a pencil.

DO NOT REMOVE THE BALLOT PAPERS FROM THE BOOKS.

The representatives of candidates may, at this time, examine all the election documents that you have.

Look over copies of TRANSFER OR PROXY CERTIFICATES. The electors named on these certificates will usually not vote at your polling station - make a note beside their names on the list of electors so that if anyone tries to vote under one of those names you will not permit him to vote.

AT 9:00 A.M.

- Empty the ballot box. Show everyone in the polling station that it is empty, then close it and seal it with one of the seals provided. FOLLOW INSTRUCTIONS ON THE USE OF SEALS.
- The poll is now open - electors may vote.

● CONDUCT OF THE POLL

PEOPLE PRESENT

- Only yourself, the poll clerk, candidates and their representatives, constables and interpreters employed for the full day are allowed to stay in the polling station - the other electors must leave as soon as they have voted.
- If too many electors come to vote at one time, you may allow only a few at a time to enter.

VOTING COMPARTMENT

Check the voting compartment from time to time to make sure that the pencil is sharp and that electors have not left election material there. Electors may bring election material to the voting compartment for their own use but may not leave it for others to see.

REPRESENTATIVES OF CANDIDATES have the right:

- to watch proceedings
- to ask that an elector take an oath
- to look at the poll book during the hours that the poll is open and give information from the poll book to anyone outside the polling station.
- to enter and leave as they please during the hours that the poll is open as long as no candidate has more than two representatives in the polling station at one time.

REPRESENTATIVES OF CANDIDATES DO NOT HAVE THE RIGHT TO QUESTION THE ELECTORS OR TO TRY TO TELL ELECTORS FOR WHOM TO VOTE.

SECURITY

When necessary, tell people that it is an offence to try to find out how an elector has voted or will vote or to tell anyone how an elector has voted or will vote or how he himself has voted or will vote.

A person who breaks these rules does not lose his right to vote but he may be given a fine or jailed.

PEACE AND GOOD ORDER

If there is a disturbance at your polling station, call the police to help keep order and arrest the offenders. If there is more than one polling station in the same building and someone is needed to show electors to the proper polling station, the returning officer will appoint a constable to do the job.

If you are the deputy returning officer at a single polling station and there is a disturbance, call the police to keep order and arrest the offenders. If you are in a community where there are no police, you may arrest the offender yourself or order anyone else present to make the arrest. You then give a *written* order to some responsible person to hold the offender in custody as long as you wish up to 8:00 p.m. (no later) when the poll closes. If, for some reason, order cannot be maintained in a single polling station, you may appoint a constable for the rest of the day using form F.502 and the reason for the appointment must be written on the form.

Make sure that you complete the account form and send it to the returning officer.

UNLAWFUL ATTEMPTS TO VOTE

It is unlawful for anyone who knows that he is not entitled to vote to try to vote or for a person who claims to be someone else to try to vote. (This is called personation.) In such a case, an information or oath must be laid. This can be done before you by the poll clerk or candidate's representative using the top part of form F.508. If the offender has not left the polling station, ask any person present to prevent him from leaving until the written information has been prepared.

When an information has been laid (it may be laid only on polling day), you will issue a warrant for the arrest of the offender using the bottom part of the same form F.508. As soon as possible, give this warrant to a police officer who will arrest and detain the offender until he can appear before the judge named in the form. (Ask the returning officer for that name.)

• VOTING

WHEN?

The poll opens at 9:00 a.m. and closes at 8:00 p.m.

WHO VOTES?

Remember that the official list of electors is in two parts: the preliminary list and the statement of changes and additions.

EVERY QUALIFIED ELECTOR WHO MEETS THE ORDINARY RESIDENCE REQUIREMENTS CAN VOTE, WHETHER OR NOT HIS NAME IS ON THE OFFICIAL LIST. IN ORDER TO VOTE, AN UNLISTED ELECTOR MUST:

- be 19 years of age
- a Canadian citizen
- resident in the Northwest Territories for 12 months
- resident in the polling division on Monday,
the 35th day before polling day.

- swear an oath (See "Oral Oaths for Vouching" on page 2 of the poll book).
- be vouched for by an elector whose name is on the same list and who must also take an oath (see page 2 of the poll book).

HOW TO VOTE?

The elector enters the polling station and gives his name and address.

An elector does not have to show any document to prove his right to vote at this time.

The poll clerk will then:

- look for the elector's name on the official list and draw a line through it.
- write the required information in the poll book. (See page 8 of poll book for example.)

If an elector's right to vote is challenged by the deputy returning officer, the poll clerk, a candidate's representative, or any elector who is in the polling station, he must:

- swear the oath found on page 1 of the poll book (F.501)
 - or
- if he does not wish to swear an oath, may make a solemn affirmation
 - or
- show documents which will prove his identity such as (1) any I.D. card which has both the picture and signature of the elector or (2) two pieces of identification which have the elector's signature such as major credit cards, old age security cards, employee cards, driver's permits or social insurance cards. If, after examining such identification you are satisfied, the elector will be allowed to vote. If you are not satisfied, the elector

must take either the oath or affirmation. If the elector will not swear or affirm

DO NOT GIVE HIM A BALLOT PAPER
DO NOT ALLOW HIM TO RETURN TO THE POLLING
STATION

- the poll clerk will draw a line through his name on the list of electors and in the poll book and write "refused to be sworn" or "refused to affirm" in the proper column of the poll book.

CASTING A BALLOT PAPER

- Tear off the ballot from the book between the stub and the counterfoil, leaving the stub in the book and the counterfoil attached to the ballot.
- Make sure that your initials are on the back of the ballot paper, and that the counterfoil with the serial number is still attached to it. NO ONE IS ALLOWED TO WRITE DOWN THE SERIAL NUMBER OF A BALLOT PAPER.
- Fold the ballot paper THREE TIMES in the following manner:
 - place the ballot paper so that the candidates' names are facing up;
 - the side of the ballot which has the counterfoil should be nearest to you;
 - make your first fold towards you in the space between the rectangular boxes and the circles;
 - continue folding this way;
 - the last fold should reach the perforated edge between the counterfoil and the ballot.

- Tell the elector to mark his ballot with an "X" in the circle following the name of the candidate of his choice and to return the ballot to you folded in the same way.
- Be sure to tell the elector that if he does not mark his ballot in the proper way, it will not be counted.
- The elector marks his ballot in the voting compartment, folds it and then gives it to you. At this point, if the elector tells you he has SPOILED his ballot, he may exchange it for a new one. DO NOT EXAMINE the ballot. Write "spoiled" across the back of it and place it in the envelope (E.12).
- Do not unfold the ballot but check your initials and serial number to make sure it is the same one you gave the elector.
- In front of everyone present, remove and throw away the counterfoil and put the folded paper in the ballot box. This must be done only by you, the deputy returning officer.
- Be sure to remove the counterfoil at the proper time. You could be penalized for not doing so.
- The elector leaves the polling station.
- The poll clerk makes sure he has made all the entries in the book.

● EXCEPTIONS TO THE USUAL MANNER OF VOTING

POLL OFFICIALS VOTING BY TRANSFER CERTIFICATE

- A transfer certificate (F.106) issued by the returning officer permits a candidate, his representatives, the deputy returning officer, the poll clerk or the election clerk to vote at a polling station other than the one at which they are listed.
- In order to use his certificate, a candidate's representative, deputy returning officer or poll clerk must be doing his duties at the polling station whose number is on the certificate rather than the one named in the official list of electors on which his name is listed.

- No more than two representatives per candidate may vote by transfer certificate at the same polling station.
- Before voting in the usual way, each elector who has transferred to your polling station will give you his certificate. Also each candidate's representative must take the oath on page 4 of the poll book (F.501).
- The poll clerk will then put the transfer certificate in the envelope (E.15) and will write in the "remarks" column of the poll book "transfer certificate No. _____" (see page 9 of poll book).
- As well as the electors who transfer to your polling station, there may be some who transfer FROM it in order to vote at another polling station. The returning officer should have sent you copies of transfer certificates for any who transferred FROM your station. If an elector who transferred FROM your station changes his mind and wants to vote at your poll he may do so AFTER he has given you the original copy of the certificate to prove that he has not used it elsewhere. If he cannot give you the original, DO NOT ALLOW HIM TO VOTE.

PROXY VOTING

- The elector named on a proxy certificate has authorized a proxy voter to vote in his place.
- The proxy voter must take the written oath printed on the proxy certificate (F.108) and must give you the completed form.

Put the certificate in the envelope (E.15). In the remarks column, in the poll book opposite the elector's name the poll clerk will write "*Voted by proxy*
(name of proxy voter)".

- DO NOT ALLOW THE ELECTOR TO VOTE IN HIS OWN NAME UNLESS THE RETURNING OFFICER NOTIFIES YOU THAT THE PROXY CERTIFICATE HAS BEEN CANCELLED.
- In some remote polling divisions, it will be impossible for the elector and the proxy voter to apply in person

to the returning officer for a proxy certificate. For this reason, the Chief Electoral Officer will direct that in certain polling divisions, the declaration on form F.107A may take the place of a proxy certificate. The returning officer will notify you if this applies in your polling division and you will then accept it if it is filled out correctly.

- Make sure that the names of BOTH the elector and the proxy voter are on the official list of electors for your polling division and that the elector has sworn the written oath printed at the bottom of form F.107A. Put the form in the envelope (E.15).

INCAPACITATED ELECTOR

- An elector who is unable to mark his ballot paper alone because of blindness, or a physical handicap or because he cannot read, must take an oral oath of an incapacitated elector (page 2 of the poll book)
- After the elector takes this oath, you will help the elector, in full view of the poll clerk, the representatives of candidates and any appointed interpreter (*no one else may be present*)
- Ask the elector for whom he wishes to vote, mark his ballot paper for him and put it in the ballot box. Remind everyone present of their oath of secrecy

OR

- A friend or relative may help the elector (*no one may help more than one elector*). That person must take the oral oath of friend of incapacitated elector (page 2 of the poll book). The elector and his friend or relative will then go together into the voting compartment and will vote secretly. The poll clerk will write the name of the relative or friend in the "remarks" column opposite the elector's name in the poll book.

INTERPRETER

An interpreter should be used only if absolutely necessary. You and the poll clerk should act as interpreter whenever possible. If an interpreter must be appointed:

- He must not be the representative of a candidate
- He should, if possible, be provided by the electors.
- If many electors need an interpreter, one may be hired for several hours or for the whole day.

Make the appointment using form F.502 that was supplied to you and find out the rate of pay from the returning officer. Be sure to complete the account copy of form F.502 and send it to the returning officer.

PERSONATION (someone else has already voted in the elector's name)

If the poll book shows that someone else has already voted in the name of an elector who now wishes to vote, that elector must first satisfy you that he is the person whose name is on the list - you may ask him to take the Oral Oath of a personated elector (page 1 in the poll book) before he is given a ballot paper.

ERROR ON LIST

An elector's name or address may be slightly different from what is printed on the list. If you think there is an error on the list, then you must ask the elector to take the oral oath as to error on the list (page 1 in the poll book).

BY-ELECTION (elector has changed his place of residence before polling day)

At a by-election , an elector will not be allowed to vote if he is no longer ordinarily resident in the electoral district.

- CLOSE OF THE POLL

The polling station closes at 8:00 p.m. If at that time there are still electors waiting their turn to vote, lock the door and allow those inside to vote.

- COUNTING THE BALLOTS

WHEN?

Begin counting as soon as the poll is closed.

WHO MAY BE PRESENT?

Candidates and their representatives who were there when the poll closed have the right to watch the counting take place. IF NO CANDIDATES ARE REPRESENTED AT THE POLLING STATION, YOU MUST MAKE SURE THAT THERE ARE AT LEAST TWO ELECTORS PRESENT BESIDES YOURSELF AND THE POLL CLERK. This is a very important part of your day. DO NOT LET ANYONE AT THE POLLING PLACE RUSH YOU. TAKE YOUR TIME AND DO YOUR COUNT PROPERLY.

HOW?

Count the number of electors recorded in the poll book as having voted. Write the following below the name of the elector who voted last: "*The number of electors who voted at this election in this polling station is and sign your name.*"

Count the number of SPOILED ballot papers that you have placed in the envelope (E.12) Record this number on the envelope, and place the spoiled ballot papers inside. NOTE THE DEFINITION OF A "SPOILED BALLOT PAPER" - a ballot paper that, on polling day, has not been deposited in the ballot box but has been found by the deputy returning officer to be soiled or improperly printed,

or that has been

- handed by the deputy returning officer to an elector to cast his vote,
- spoiled in marking by the elector, and
- handed back to the deputy returning officer and exchanged for another paper (DO NOT CONFUSE IT WITH THE "REJECTED BALLOT PAPERS" WHICH WILL BE DEALT WITH LATER.)

Without removing them from the books, count the UNUSED ballot papers. Record this number on the envelope (E.11), and place inside it:

- the unused ballot papers
- the stubs of the used ballot papers

Add these numbers, to make sure that all ballot papers have been accounted for (the total should equal the number of ballot papers supplied to you by the returning officer):

electors who have voted _____

spoiled ballot papers _____

unused ballot papers _____

TOTAL _____

Open the ballot box, and place its contents on the table.

Count the ballot papers in the following way:

- ONLY THE DEPUTY RETURNING OFFICER HANDLES THE BALLOT PAPERS. However, you must handle them in such a way that anyone present is able to see how each ballot is marked.
- Unfold one paper at a time, and make sure that your initials are on the back. As you open each ballot,

call out the name of the candidate for whom it has been marked.

- The poll clerk will keep score on the TALLY SHEET (F.504), as the candidates' names are called. The extra tally sheets may be used by anyone else present. (Tally sheets need not be returned to the returning officer.)
- Place the ballot papers for each candidate in a separate pile on the table.

COUNTERFOIL STILL ATTACHED TO BALLOT PAPER

Remove and destroy the counterfoil, without reading the serial number or allowing anyone else to read it.

NO INITIALS ON BALLOT PAPER

Check the ballot paper carefully, especially if there were any ballots unaccounted for. If you are sure that this is a ballot paper that you have issued, then initial it and count it in the usual way.

SHOULD A BALLOT PAPER BE REJECTED?

(See samples of marked ballots)

As each ballot is read, anyone present (including the deputy returning officer) may move that it be rejected for any of the following reasons:

- ballot paper not supplied by the deputy returning officer
- ballot paper not marked
- ballot paper marked for more than one candidate
- ballot paper upon which the elector has made any mark or writing by which he could be identified
- ballot paper not marked in the circle to the right of a candidate's name.

The following are NOT reasons for rejecting a ballot paper:

- it has been marked in any way by a deputy returning officer
- the elector has voted with a mark other than a cross
- the elector has used a writing tool other than a black lead pencil

When an objection is made:

- Note the reason on page 5 of the poll book
- Number each objection starting at 1 (see left-hand column of page 5 of the poll book) and put the same number with your initials on the back of the ballot paper being objected to
- Write the name of the person making the objection on page 5 of the poll book
- THE DEPUTY RETURNING OFFICER ALONE WILL DECIDE WHETHER THE BALLOT IS TO BE COUNTED OR REJECTED. Your decision is final, but it may be reversed by a judge if there is a recount
- Make a note of your decision in the right-hand column of page 5 of the poll book.

● AFTER THE BALLOTS ARE COUNTED

As you work through the steps below read the instructions printed on each envelope. Each form MUST be put in its proper envelope.

TO SEAL AN ENVELOPE, use a gummed paper seal (F.511) found in the envelope E.16. You and the poll clerk must sign each of these seals; the representatives of candidates may also sign if they wish.

- Put the ballots for each candidate in a separate envelope E.14. On each envelope write the name of the candidate and the number of votes cast for him. Seal each envelope.
- Count the number of REJECTED BALLOT PAPERS. Write this

number on the envelope E.13 and place the rejected ballot papers inside. If there are no rejected ballot papers, write "NIL" on the envelope and seal it in the usual way.

Telephone the results of the count to the returning officer AT ONCE.

Complete the official statement of the poll (F.505)

- Copy 1 should then be laid aside; fill in the bottom part later.
- Put copy 2 (blue) "Preliminary Statement of the Poll" in the envelope E.2. Address this envelope to the returning officer but do not seal it. This envelope (E.2) must not be put inside the box nor attached to the outside.
- Copy 3 (yellow) is to be kept by the deputy returning officer.
- Moisten the back of copy 4 (white) and affix it in the space left for it on page 6 of the poll book.

Complete the copy of statement of the poll for candidates or their representatives.

- Put one copy for each candidate in an envelope E.3 and mail them immediately to the returning officer.
- Give one copy to one of the representatives of each candidate.

Both you and the poll clerk must swear and complete the oath on page 7 of the poll book.

On the envelope E.15 is printed a list of all the forms that must be put inside. When you have done this, seal the envelope and fill in any needed information on the outside.

- On the large yellow plastic envelope E:17, there is printed a list of all the items that must be put inside. When you have done this, seal the envelope by removing the strip tape. After sealing the flap, you and your poll clerk must sign and affix one of the seals (F.511) supplied across the edge of the flap. The seal may also be signed by any other person who has the right to be present.

- Choose a special seal for the ballot box and fill in the bottom part of copy 1 of the official statement of the poll (F.505). Enter the serial number of the seal in the box provided in the bottom part of the statement, sign it and have the poll clerk and candidates' representatives sign it. Anyone there may make a note of the serial number.

- In the ballot box put ONLY
 - the large yellow plastic envelope (E.17)
 - the small envelope (E.9) containing the official statement of the poll; and
 - any extra special seals.

- Seal the ballot box as instructed, with the special seal (see 9).

- If the ballot box is to be sent back to the returning officer by mail fill in the blank spaces on the return part of the tag (T.4) which should be still attached to the box.

- Complete the polling station account (F.503). The deputy returning officer, poll clerk and landlord will be paid by warrants sent by the returning officer AFTER THE OFFICIAL ADDITION OF THE VOTES. This warrant may be cashed without charge at any chartered bank in Canada.

BE SURE THAT YOU HAVE SIGNED YOUR NAME WHERE REQUIRED,
AND THAT EVERY ADDRESS IS COMPLETE AND CORRECT WITH
POSTAL CODE.

If you hired an interpreter or a constable, be sure that the ACCOUNT part of form F.502 is completely filled out. Put the completed polling station account form (F.503) and form F.502 completed in the envelope E.2 with the preliminary statement of the poll.



Return the ballot box and the envelope E.2 to the returning officer; either deliver them both to his office or send the ballot box by registered mail and the envelope by ordinary mail.



Mail the envelopes (E.2) addressed to the candidates.

5. WHO IS A QUALIFIED ELECTOR?

• GENERAL RULE

Every Canadian citizen who is at least nineteen years of age, or will reach this age by polling day, and who has lived in the Northwest Territories for at least twelve months prior to the election is a qualified elector.

HOW TO APPLY THE RULE?

Below are four questions which will help you decide whom you should include in your list. As well you should keep in mind the list of people not qualified to vote (page 27).

WHAT IS HIS AGE?

- He must be at least 19 years old on or before polling day.
- Even if he is not yet 19, but will be on or before polling day, you may include his name on your list.

WHAT IS HIS CITIZENSHIP?

- Only a Canadian citizen may vote at the election.
- If he is not a Canadian citizen but says he will be before polling day, DO NOT ENUMERATE him. Tell him to call the returning officer (collect if at a distance from him).

IS HE A RESIDENT OF THE NORTHWEST TERRITORIES?

- He must have been "ordinarily resident" anywhere in the Northwest Territories for a period of at least twelve months immediately before polling day. "ORDINARILY RESIDENT" and "PLACE OF ORDINARY RESIDENCE" are legal terms used in the Elections Ordinance to refer to the place that a person calls his home - the place to which he intends to return when he is away from it.

A person can have only one place of ordinary residence at one time. Following are some rules which will help you decide whether a person is ordinarily resident in the polling division in which you are enumerating or not:

WHAT WAS HIS "PLACE OF ORDINARY RESIDENCE" ON THE FIRST DAY OF ENUMERATION?

- You should enumerate him only if he meets the age, citizenship and residence requirements and was "ordinarily resident" in the polling division in which you are enumerating on Monday, , the 35th day before polling day.

SEASONAL RESIDENCE

- A residence that is used only periodically as a seasonal residence for six months or less is not a place of ordinary residence unless the person living there has no other place to live at the time.

TEMPORARY WORKERS

- A person who is away from his polling division for his regular employment may vote by proxy.
- A person who lives temporarily in a polling division in order to work in his normal occupation at which he earns a living is said to be an ordinary resident in that polling division if:
 - he or she was living there on the date that the election was announced
and
 - he or she will still be there on polling day.

This rule also applies to the husband or wife and children if they are living with the elector and to students who are temporarily employed between academic terms.

LODGINGS, INSTITUTIONS AND HOSPITALS

- Lodgings, a hostal, sanatorium, home for the aged, charitable institution or hospital is not a place of ordinary residence unless the person has lived there for at least *ten days* before the first day of enumeration.

A general hospital would not normally be a place of ordinary residence but a hospital for chronic patients might be. The

returning officer will advise you as to whom to enumerate in such an institution if you have one in your polling division.

STUDENTS ATTENDING RECOGNIZED EDUCATIONAL INSTITUTIONS

- a *married student* living with a wife or husband or a *single student* living with his family present no problem. The place where he is actually living is his place of ordinary residence.
- If a student tells you that he is on *his own* and that the family home is no longer his home, then his place of ordinary residence is where he is presently living.
- If a student living away from home tells you that the *family home is his home*, DO NOT ENUMERATE HIM. He must be enumerated in the polling division where his family lives. Remind him that he has the right to vote by proxy if he has been enumerated in his family's polling division. He may get more information on proxy voting from the returning officer.
- NOTE: If a family in your polling division tells you that one of its members is away from home attending a recognized educational institution somewhere in Canada, be sure to enumerate that person if he is 19 and a Canadian citizen. If you do not, he may lose his right to vote by proxy.
- PEOPLE WHO ARE NOT QUALIFIED TO VOTE AT AN ELECTION

The following people are not allowed to vote at a territorial election and if you know that such a person lives in your polling division, DO NOT ENUMERATE him.

- judges of the Supreme Court of the Territories (found in Yellowknife and Hay River only).
- returning officers
- every person undergoing punishment as an inmate in any prison. jail or lock-up. (A person on full-time parole or awaiting trial is eligible to vote.)

- any person that you know has been disqualified from voting because of a conviction for a corrupt or illegal practice in connection with an election.

6. SOME POINTS TO REMEMBER

- Act in a fair manner.
- You are responsible to the returning officer; you take your instructions from him ONLY or from one of his representatives.
- Do not be afraid to call the returning officer if you run into a problem; if there are five or more polling stations in your polling place, there will be a supervising deputy returning officer to whom you may go for help.
- When the ballots are counted, you alone will make the final decision whether a ballot is to be accepted or rejected.
- Remember that the envelope E.2 containing the preliminary statement of the poll (blue copy of F.505) and the polling station account (F.503) is NOT placed inside the ballot box. It MUST be delivered by hand to the returning officer on election night or sent to him by ordinary mail.

7. PROCEDURE AT A BY-ELECTION

- Your duties as a deputy returning officer are exactly the same at a by-election in the Northwest Territories as they are at a general election.
- Also, the rights of electors generally remain the same at a by-election as they are at a general election.

EXCEPTIONS

- At a by-election, an elector whose name appears on the list for your polling division will NOT be allowed to vote if, on polling day, he is no longer ordinarily resident in the electoral district, and
- At a by-election, a person who has moved to the electoral district since the first day of enumeration from another electoral district will NOT be allowed to vote.

